

## Message Text

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ORIGIN SIG-03

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TO AMEMBASSY PARIS IMMEDIATE

C O N F I D E N T I A L STATE 204854

FI CHANNEL, FOR AMBASSADOR FROM INSPECTOR GENERAL

E.O. 11652: GDS

TAGS: ASIG

SUBJECT: STAFFING LEVELS

1. S/IG HAS BEEN ASKED BY DEPUTY UNDER SECRETARY FOR MANAGEMENT FOR RECOMMENDATIONS ON STAFFING LEVELS FOR EMBASSY PARIS AND CONSTITUENT POSTS IN CONNECTION WITH FY 1980 STATE ZERO BASE BUDGET REVIEW. WE HAVE BEEN ASKED SPECIFICALLY TO ADDRESS THE STAFFING RECOMMENDATIONS MADE PURSUANT TO RECENT INSPECTION. WE NEED TO RESPOND BY WEDNESDAY, AUGUST 16.

2. THE FOLLOWING RECOMMENDATIONS SHOULD BE ADDRESSED IN YOUR RESPONSE:

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A) 2-1. REVIEW EXECUTIVE SECTION STAFFING REQUIREMENTS TO ALLOCATE FUNCTIONS MORE PRECISELY AMONG THE SUPPORTING STAFF AND TO DETERMINE WHERE REDUCTIONS MAY BE MADE.

B) 4-2. REDESIGNATE POSITION NO. 20-251 FROM ECONOMIC/ COMMERCIAL OFFICER TO AMBASSADOR'S STAFF AIDE.

C) 4-3. ABOLISH POSITION NO. 21-261, TRADE PROMOTION  
OFFICER IN THE U.S. TRADE CENTER/IMC IN PARIS UPON DEPARTURE

PRESENT INCUMBENT AS AGREED FOLLOWING 1976 INSPECTION.

D) 4-4. ABOLISH FSL POSITION NO. PAL-075, COMMERCIAL  
ANALYST IN THE TRADE CENTER.

E) 4-5. ASSESS CONTINUING NEED FOR THE FOUR FSL EMPLOYEE  
POSITIONS NOW FILLED IN THE INTERNATIONAL TRADE FAIRS  
SUPPORT UNIT. ABOLISH IF NO LONGER REQUIRED. IF STILL  
NEEDED, CONSIDER ATTACHING THEM TO ONE OR ANOTHER INTER-  
NATIONAL MARKETING CENTER.

F) 4-6. ABOLISH THE SIX VACANT POSITIONS (NOS. PAL-538,  
PAL-379, PAL-371, PAL-546, PAL-547 AND PAL-694) IN THE  
INTERNATIONAL TRADE FAIRS SUPPORT UNIT.

G) 6A-1. ABOLISH ONE POSITION BY SEPTEMBER 1, 1978 IN THE  
TRAVEL AND VISITORS UNIT (PAL-440, 425, 195, 194 OR 190).

H) 6C-3. ABOLISH POSITION OF AUDITOR, VOUCHER AUDIT  
BRANCH (PAL-823) WHEN INCUMBENT RETIRES (JUNE 1978).

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I) 6C-4. ABOLISH POSITION OF AUDITOR, VOUCHER AUDIT  
BRANCH (PAL-815) WHEN INCUMBENT RETIRES DECEMBER 1979.

J) 6C-6. ABOLISH FSL SUPERVISORY POSITION (PAL-249)  
WHEN THE PAYROLL LIAISON UNIT IS TRANSFERRED FROM THE  
BUDGET AND FISCAL OFFICE TO THE PERSONNEL OFFICE.

K) 6D-1. ABOLISH SUPERVISORY TELEPHONE OPERATOR POSITION  
NO. PAL-841.

L) 6D-3. ABOLISH TELEPHONE OPERATOR POSITION NO. PAL-848  
UPON RETIREMENT OF INCUMBENT.

M) 6D-4. EVALUATE NEED FOR TELEPHONE OPERATOR POSITION  
NOS. PAL-701, PAL-702, AND PAL-844 WHICH WERE REPORTED TO  
BE LOWER PRIORITY POSITIONS.

N) 6D-9. ABOLISH MAIL AND POUCH BRANCH MESSENGER POS.  
NO. PAL-565.

O) 6E-8. ABOLISH POSITION PAL-502 WHEN INCUMBENT OF  
EITHER POSITION PAL-263 OR 265 RETIRES OR OTHERWISE CREATES

A VACANCY.

P) 6E-10. ABOLISH POSITION PAL-260 IN APRIL, 1978.

Q) 63-11. ABOLISH POSITION PAL-521 IN APRIL 1978.

R) 6E-15. ABOLISH POSITION PAL-518.

S) 6H-2. ABOLISH POSITION PAL-255, FSL INVESTIGATOR,  
IN MAY 1979.

T) 6I-1. ABOLISH FSL STATUS FOR LANGUAGE INSTRUCTORS  
AND PUT THEM ALL UNDER ANNUAL CONTRACT.

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U) 8.3-3. ESTABLISH AN ADDITIONAL FSL CLERICAL LEVEL  
POSITION IN CONSULATE GENERAL LYON TO SUPPORT THE POST'S  
COMMERCIAL PROGRAM.

V) 8.4-3. ESTABLISH AN ADDITIONAL FSL POSITION TO  
REPLACE THE REGULAR PIT EMPLOYEE IN THE ADMINISTRATIVE  
SECTION IN CONSULATE GENERAL MARSEILLE.

3. S/IG WOULD APPRECIATE EMBASSY'S COMMENTS ON COMPLIANCE  
WITH RECOMMENDATIONS ABOVE. PLEASE ALSO LIST ANY ALTERNA-  
TIVES FOR ABOVE RECOMMENDATIONS OR SUGGESTIONS FOR  
REPROGRAMMING, WITH JUSTIFICATIONS.

4. WE WOULD APPRECIATE REPLY BY OUR C.O.B. AUGUST 15. WE  
APOLOGIZE FOR THIS EXCEEDINGLY SHORT NOTICE BUT BELIEVE  
EMBASSY PARIS INPUT IS ESSENTIAL TO PROPER CONSIDERATION  
BY M OF REDUCTION POSSIBILITIES TO MEET ADMINISTRATION'S  
REQUIREMENTS FOR LEANER STAFFING. VANCE

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